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War Food Administration  
Extension Service  
Washington, D. C.

Reserve

The Analysis of the Home Demonstration Agent's Job

A Progress Report

The Analysis of the Home Demonstration Agent's Job, of which this is a progress report, is a nation-wide study undertaken by the Division of Field Studies and Training with the cooperation of the home demonstration staffs in the States.

Forty-six States are represented in the study. We have the time records of 43 agents in the Eastern States, 50 agents in the Southern States, 41 agents in the Central States, 39 agents in the Western States - or 173 agents in all.

This is a little better than a 10-percent sample of all the home demonstration agents in the United States who have had as much as a year's experience in extension work. The agents who kept the records were selected by random sampling. By rotating the assigned dates for records, Extension time was sampled over an 8-week period during May and June 1944. A winter record will sample 4 more weeks.

Extension workers have often wondered how long is the home demonstration work week. The Eastern and Southern States records show it to be a 50-hour 39-minute week and a 50-hour 46-minute week respectively. The way this time is divided can be seen from the table on the opposite page.

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Distribution of Working Time of 93 Home Demonstration Agents  
In Eastern and Southern States, One Week in May or June 1944

(Total time recorded, less leave, holidays, lunch, personal)

Jobs Done	Eastern States		Southern States	
	Percent- age of time re- corded	Average time per agent per week	Percent- age of time re- corded	Average time per agent per week
		hrs. mins.		hrs. mins.
Teaching.....	23.94	12 08	28.60	14 31
Travel and care of car.....	18.20	9 13	18.43	9 21
Office management (and correspondence):	9.96	5 03	10.09	5 07
Planning.....	9.16	4 38	5.61	2 51
Professional improvement.....	8.81	4 28	7.76	3 56
Preparation for teaching (study).....	7.17	3 38	5.47	2 47
Collecting supplies and equipment.....	6.53	3 19	6.23	3 10
Organizing.....	6.20	3 08	5.93	3 01
Measuring results.....	3.80	1 55	4.71	2 24
Cooperative relationships.....	1.84	56	1.63	50
Clerical and janitor service.....	1.64	50	1.35	41
Service to families.....	1.53	46	2.76	1 24
Unclassified.....	1.05	32	1.29	39
Waiting... (East. 225 min., Sou. 215 min.):	.17	5	14	4
Totals.....	100.	50 39	100.	50 46